3.1.2 Registration, Enrollment and Academic Progress: Implementation

Last updated on:
Students are responsible for enrolling themselves for the appropriate number of units each term. Students submit their quarterly study lists in Axess.

Jump To:
1. Quarterly Registration
2. Academic Progress
3. Summer Quarter Enrollment
4. Tuition Adjustments

1. Quarterly Registration

<table>
<thead>
<tr>
<th>PROCESS STEPS</th>
<th>RESPONSIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Takes the necessary steps to clear any holds on registration (holds are viewed in Axess).</td>
<td>Student</td>
</tr>
<tr>
<td>2. Meets with and advise each student as to departmental requirements, academic progress and enrollment.</td>
<td>Advisor/ Department or program</td>
</tr>
<tr>
<td>3. Prior to the start of the quarter, petitions to department or program if planning to enroll in fewer than 8 units during the academic year.</td>
<td>Student</td>
</tr>
<tr>
<td>4. Sends an email reminder to all students before the quarterly deadlines, with a copy of this communication to the student’s department.</td>
<td>Registrar</td>
</tr>
<tr>
<td>5. Submits a study list in Axess before the Preliminary Study List deadline (NOTE: Student will be charged a late study list fee for filing a study list after the Preliminary Study List deadline).</td>
<td>Student</td>
</tr>
<tr>
<td>6. Regularly runs reports to monitor students’ timely admission to candidacy, expiring candidacy, and other academic milestones.</td>
<td>Department</td>
</tr>
</tbody>
</table>
# 2. Academic Progress

## PROCESS STEPS | RESPONSIBILITY
--- | ---
1. Assumes responsibility for knowing and understanding degree requirements (e.g., reads appropriate departmental correspondence and publications). | Student
2. Develops and discusses the plan for accomplishing requirements in a timely manner. | Student, Advisor, Department
3. Monitors student grades and academic progress. (Uses “Graduate Minimum Progress Report” in PeopleSoft Manage Student Records>Manage Academic Records, and select Report>Grad Stud Min Prog Audit> Grad Stdt) | Department
4. Regularly runs reports to monitor students’ timely admission to candidacy, and to monitor expiring candidacy and master’s eligibility (see description related to each degree, Section 4 of this handbook). Where appropriate, place an Academic Enrollment hold on the student’s registration (see GAP 5.5, Enrollment Holds [1]). | Department

Back to top

# 3. Summer Quarter Enrollment

## PROCESS STEPS | RESPONSIBILITY
--- | ---
1. Documents requirements for summer enrollment, if any. | Department or program
2. Advises department of plans for summer enrollment, on-campus employment (including assistantship appointments), etc. | Student
3. Communicates with students regarding summer enrollment, particularly for impact on financial support or visa requirements. | Department or program
4. In the event an enrolled student wishes to cancel Summer quarter enrollment, submits the Annulment of Summer Registration form to the Registrar after gathering the necessary signatures from department. Note: Students who are admitted to begin their studies in Summer quarter, i.e., a Summer Term admit, may not cancel summer enrollment. If they do, they will be required to reapply to start in Fall quarter. | Student

Back to top

# 4. Tuition Adjustments
<table>
<thead>
<tr>
<th>PROCESS STEPS</th>
<th>RESPONSIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. To transition to TGR status, prepares the Request for Terminal Graduate Registration Status [2] form, submits to department for approval and then for to Registrar’s office at the Student Services Center for review.</td>
<td>Student</td>
</tr>
<tr>
<td>2. To request a one-time only tuition reduction during final quarter of degree program, prepares the Graduate Petition for Part-time Enrollment [3] and submits to department for approval. Student must then submit form to Registrar’s office at the Student Services Center for review.</td>
<td>Student</td>
</tr>
</tbody>
</table>

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Links